

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families, Children's Bureau

Funding Opportunity Title: Infant Adoption Awareness Training Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ACYF-CG-0120

CFDA Number: 93.254

Due Date for Applications: 07/24/2006

Executive Summary:

The Administration on Children, Youth and Families will award grants, in the form of cooperative agreements, to adoption organizations for the purpose of developing, adopting or adapting a training curriculum, and then implementing and evaluating Infant Adoption Awareness Training Programs (IAATP). Funded projects will train the staff of eligible health centers in providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling. This instruction may be delivered using training-of-trainers (TOT) courses or other mechanisms that provide continuity and consistency in the training for the instructors, and ensure quality in the delivery of the instruction to the target audience.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 330F of the Public Health Service Act (PHSA), as amended by Title XII, Subtitle A, of the Children's Health Act (CHA) of 2000; 42 U.S.C. 254c-6; Public Law (P.L.) 106-319.

Purpose

The purpose of this funding opportunity is to award cooperative agreements to adoption organizations for the purpose of developing, adopting or adapting a training curriculum, and then implementing and evaluating Infant Adoption Awareness Training Programs (IAATP). Funded projects will use the approved curricula to train the staff of eligible health centers in providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling. This instruction may be delivered using training-of-trainers (TOT) courses or other mechanisms that provide continuity and consistency in the training for the instructors, and ensure quality in the delivery of the instruction to the target audience.

Background

The Children's Health Act

With the passage of the CHA of 2000; 42 U.S.C. 254c-6; P.L. 106-319, Congress emphasized the need to address:

- Children's health services,
- Pediatric research,
- Developmental disabilities,
- Birth defects prevention,
- Prenatal and postnatal care, and
- Other activities regarding children's health and well-being.

Title XII, Subtitle A -- Infant Adoption Awareness -- of the CHA authorized the U.S. Department of Health and Human Services (HHS) to make grants available to national, regional, or local adoption organizations for the purpose of developing and implementing programs to train the designated staff of eligible health centers in providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling to pregnant women. In compliance with the legislation, HHS activities include the following:

- Establishing and supervising a process through which adoption organizations and public health entity representatives collaborate to develop best practice guidelines on the provision of adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling to pregnant women;

- Awarding grant funds to adoption organizations to develop, adopt or adapt training curricula consistent with the best practice guidelines;
- Ensuring that adoption organizations conduct training for all eligible health centers;
- Evaluating the extent to which adoption information and referrals, upon request, are provided to eligible health centers. That Report to Congress was submitted in November, 2002; and
- Evaluating (after adoption awareness training has been initiated) the extent to which adoption information and referrals, upon request, are provided by eligible health centers in order to determine the effectiveness of such training and the extent to which such training complies with subsection (a)(1) of the Infant Adoption Awareness Act. The final Report has not yet been submitted to Congress.

Infant Adoption Awareness Training Program Guidelines

The IAATP legislation requires the Secretary to establish a set of best-practice guidelines to which the HHS-funded training programs will adhere in providing training to staff of eligible health centers. In response to these legislative requirements, HHS has developed the following "best-practice" guidelines to be followed by recipients of cooperative agreements in developing curriculum and providing training to implement IAATP. These "best-practice" guidelines are critical for attaining the primary IAATP goal-enhancing the ability of health center personnel to provide adoption information and referral on an equal basis with all other courses of action included in nondirective counseling for pregnant women. Consistent with the intent of the IAATP legislation, these Guidelines were developed in consultation with 29 experts in the fields of adoption, child welfare, health services, medicine, law, and adoption counseling, as well as adoptive parents. The IAATP Guidelines address training goals, basic skills, curriculum and training structure.

Training Goals

1. The training will impart up-to-date and accurate information about adoption, including the various types of adoptions (e.g., closed adoptions and adoptions involving varying levels of

"openness" with respect to the amount of contact or information exchanged between adoptive parents and birth parents).

2. The training will be consistent with applicable State law, imparting information on the legal issues pertaining to adoption, including the rights of the birth mother and father.
3. The training will impart information to the trainees about the Multiethnic Placement Act/Interethnic Placement Act (MEPA/IEP), particularly as it relates to the circumstances under which a birth parent may or may not choose adoptive parents for the child.
4. The training will impart information to the trainees about the Indian Child Welfare Act (ICWA), and particularly will explain that organizations that work with birth parents on adoption will ascertain as soon as possible whether a child is or will be subject to the ICWA prior to proceeding with the adoption process.
5. The training will impart information about how family members and the birth mother's community may impact her pregnancy decision process.
6. The training will impart information about the role of the birth father in the pregnancy decision.
7. The training will impart information about various adoption services available within the community and how to assess the quality of those services and their appropriateness for a particular woman.
8. The training will impart information on adolescent development and the differences between counseling adolescents at varying ages and counseling older women.
9. The training will impart information about the psychological and emotional reactions such as shame, grief, loss, guilt, and depression that the birth mother is likely to experience throughout the decision-making process as she considers various pregnancy options, as well as the emotions the birth father is likely to experience.

Basic Skills

1. Trainees will increase their awareness of their attitudes and biases pertaining to adoption so that they are able to present the adoption option in an objective, non-biased manner.
2. Trainees will increase their sensitivity, understanding and skills regarding the influences that both a birth mother and birth father may experience from family, peers, and community.
3. Trainees will improve their basic counseling skills, including cultural competence, listening, building rapport, recognizing someone in crisis, being empathetic and treating clients with respect.
4. Training participants who will counsel pregnant women will be skilled in non-directive counseling to ensure that adoption information, and information about other pregnancy options, is presented objectively, without bias or judgment.
5. Consistent with State and Federal law, trainees will increase their knowledge of adoption and adoption procedures so that they are able to present accurate and up-to-date information during counseling consistent with State and Federal law.
6. Training participants will increase their knowledge of available adoption-related referral resources and how to assess the quality and/or appropriateness of these resources.
7. Trainees who will counsel pregnant women will have basic case management skills, including the ability to assess service needs and make appropriate referrals.

Curriculum

1. The training curriculum will include interactive exercises that promote skills development, such as role-playing and discussions of potential responses to various scenarios.
2. The training curriculum will include exercises, such as attitude awareness activities, that promote awareness of personal biases, prejudices, and negative attitudes and how they impact the provision of adoption information, as well as information on other pregnancy options.

3. The training curriculum will include a component in which birth parents, adoptive parents, and/or adult adoptees present their experiences with adoption.
4. The training curriculum will include resource materials that trainees can take with them to refer to when they are providing counseling on pregnancy options and to disseminate to the women they are counseling.

Training Structure

1. The training should involve no more than two (six-hour) days.
2. The training should be conducted by experienced trainers who effectively implement principles of adult learning.
3. The training should include presentations and opportunities for interaction with professionals from both the health field and the adoption field.

The complete IAATP Guidelines document is available at http://www.acf.hhs.gov/programs/cb/programs_fund/discretionary/iaatp.htm.

IAATP Grants

National, regional, and local organizations whose primary purpose involves adoption are eligible for IAATP grants (administered as cooperative agreements). In September 2001, four organizations were awarded three-year IAATP cooperative agreements by the Children's Bureau to develop curricula and teach trainers how to use the curricula to instruct health care workers responsible for counseling pregnant women at eligible health centers. Of the four organizations, one was national in scope and the other three were either regional or State-specific. All awarded organizations developed their curricula based on the IAATP Guidelines.

In the summer of 2001, the Federal Government initiated a cross-site evaluation of the four grantees funded in 2001. This evaluation was to demonstrate to what degree the grantees achieved the national objectives of enhancing adoption knowledge among the eligible health care workers; providing adoption information on an equal basis with all other options; and increasing awareness of community resources for adoption. Evaluation results will be made public following delivery of the mandated report to Congress.

In September 2004, a second round of IAATP grants was awarded by the Children's Bureau. Six agencies were awarded two-year cooperative agreements to continue the training of eligible health care workers. Of the six grantees, one is national in scope, two are regional, two are multi-State in scope and one is State specific.

IAATP Project Responsibilities

The IAATP is designed to ensure that counselors in health clinics and other settings provide women who have unplanned pregnancies with complete and accurate information on adoption, as well as any other options available to them, provided in a nondirective manner. To this end, grantees must:

- Follow the IAATP Guidelines;
- Become part of the membership and collaborate with the IAATP Network;
- Develop, adopt or adapt an IAATP curriculum to meet the needs of the target population;
- Invite designated staff of eligible health centers (including those funded under the PHSA sections specified above) to training;
- Schedule training;
- Plan and implement IAATP sessions; and
- Complete post-training activities (e.g., participant reimbursement and evaluation).

Approximately four weeks after the award of the cooperative agreements, the project director, the curriculum expert and/or the training director from each program must attend a two-day meeting in Washington, DC, sponsored by the Children's Bureau for IAATP awardees supported by this funding opportunity. During this meeting, HHS staff will review the IAATP Guidelines and discuss the implications for developing, adopting or adapting an existing training curriculum and related educational materials. In this planning session the Children's Bureau will develop consensus among grantees on a consistent curriculum approach, while allowing specific adaptations to meet the specialized needs of individual grantees' target populations. In addition the Children's Bureau will discuss scheduling matters and outline plans for ensuring that the designated staff of eligible health centers receive training during the three-year course of the cooperative agreement.

Within four months of the award of the cooperative agreement, grantees must submit to the Children's Bureau their completed IAATP curricula for review and approval. After review of the submitted

curricula, the Children's Bureau may require the grantee to make revisions before implementing the training. It is expected that this curriculum will:

- (1) Follow the IAATP Guidelines;
- (2) Be competency-based;
- (3) Conform to professionally recognized standards for curriculum format and style;
- (4) Be consistent with the best practices guidelines required by the IAATP statute;
- (5) Include a plan for pilot testing and appropriate modifications; and
- (6) Include a plan for an evaluation during the implementation phase.

The Children's Bureau wishes to support training that gives health care workers technical and practical information about infant adoption awareness and the skills to incorporate this information into their work with clients. This training should help health care workers use the information and skills they acquire in training into their daily work in providing adoption information and referrals on an equal basis with all other courses of action included in nondirective counseling to pregnant women. Likewise, the evaluation plan for the proposed project should address the effect of this training on the participants' daily work.

Within seven months of the award of the cooperative agreement, grantees must begin training of the designated staff of health centers.

Grantees must make reasonable and fair efforts to ensure that those who provide the program training are knowledgeable in infant adoption, all elements of the adoption process and are experienced in providing adoption information and referrals to the target populations in the geographic areas in which the eligible health centers and eligible health center personnel are located.

To the fullest extent possible, grantees should conduct the training of designated staff of the health centers in the geographic areas in which the centers are located. Grantees must cooperate and coordinate with the Children's Bureau and the other members of the IAATP Network in selecting sites for health center staff training and scheduling these events to ensure that geographic regions are neither over-served nor under-served. (Please note: An individual(s) from outside the stated

geographic area will not be denied the training if sufficient space is available.)

Grantees will be required to provide reimbursement to health centers that are funded under Section 330 or Title X of the Public Health Service Act (PHSA) for all costs incurred in obtaining training for the designated staff.

Grantees will be required to cooperate fully in any and all cross-site evaluations of the IAATP sponsored by HHS.

The Administration for Children and Families (ACF) will expect grantees to engage in an evaluation in order to demonstrate potential linkages between training and improved outcomes. Guided by a logic model for the project, this evaluation will include both process and outcome evaluation components. The process component will assess the implementation of the training. The outcomes component will use a rigorous approach to examine how the training in this project affects key outcomes of interest. The evidence from the evaluation will support evidence-based practice and provide examples of strategies that are tied to positive outcomes. Grantees will be required to implement an evaluation of their IAATP project that:

- (1) Includes appropriate performance feedback, data collection and periodic assessment of program progress that grantees and others can use to determine the extent to which the program follows the IAATP Guidelines, improve the curriculum, the training of trainers and health center staff, and serve as a sound basis for program improvements;
- (2) Includes the effective use of objective performance measures that are clearly related to the intended outcomes of the program and will produce useful quantitative and qualitative outcome data;
- (3) Collects as much high-quality data as possible on individuals and families, the services provided and used, the outcomes of these services, and their cost effectiveness. This documentation will include contact information, information on the number of trainings held, participant satisfaction with the training; and the number of participants by type of health center as defined by Federal funding grantee status, 42 USC 254c-6(a)(5)(A) e.g., voluntary family planning programs that receive grants under Title X of the PHSA, centers that receive grants under section 330 of the PHSA such as community health centers, migrant health centers, centers that serve homeless individuals and residents of public housing, and health centers that receive grants for the provision of services in schools;

(4) Includes appropriate procedures for data collection and securing informed consent; and

(5) Includes appropriate procedures for an Institutional Review Board (IRB) review, if applicable.

Definitions

Title XII of the Children's Health Act of 2000, which pertains to the IAATP, defines the term "adoption organization" as a "national, regional, or local organization among whose primary purposes is adoption; that is knowledgeable in all elements of the adoption process and on providing adoption information and referrals to pregnant women; and that is a nonprofit private entity."

The term "designated staff" pertains to staff at an eligible health center "who provide pregnancy or adoption information and referrals (or will provide such information and referrals after receiving training under a grant)."

The term "eligible health centers" as defined in the legislation refers to "public and nonprofit private entities that provide health services to pregnant women," and these entities are targeted for the receipt of training. These entities are not eligible to submit applications for funding under this program announcement to provide the training. There are approximately 3,000 entities that fit the definition of "eligible health centers" and are therefore eligible to receive training under the IAATP. The adoption organizations involved agree to make reasonable efforts to ensure that the eligible health centers with respect to which training under the grant is provided include:

- Eligible health centers that receive grants under authority contained in Title X of the Public Health Service Act (relating to voluntary family planning projects);
- Eligible health centers that receive grants under Section 330 of the Public Health Service Act (relating to community health centers, migrant health centers, and centers regarding homeless individuals and residents of public housing); and
- Eligible health centers that receive grants under the Children's Health Act of 2000 for the provision of services in schools (subsection (a)(5), 42 USC 254c-6(a)(5)(C)).

Multiethnic Placement Act

Training materials must encompass the requirements of the Multiethnic Placement Act (MEPA) as amended by the Interethnic Adoption Provisions (IEAP) (Section 1808 of the Small Business Job Protection Act). See sections 422 (b)(9), 471(a)(18), 474(d) of the Social Security Act; 42 U.S.C. sections 622, 671, 674 et seq.; 45 CFR 1355.38 et seq.; P.L. 104-188; P.L. 103-382. MEPA/IEAP prohibits public agencies (and the entities with which they contract) from discriminating in foster care and adoption placements. Specifically, MEPA/IEAP prohibits public agencies from (1) denying individuals the opportunity to be a foster or adoptive parent on the basis of race, color or national origin of the parent or the child and (2) delaying or denying a child's adoption or placement in foster care on the basis of the race, color, or national origin of the child or the foster or adoptive parents. It also requires States to provide for diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children for whom homes are needed.

Indian Child Welfare Act

Training materials must also address the requirements of the Indian Child Welfare Act of 1978 (ICWA), P.L. 95-608; 25 U.S.C. 1901, et seq. In the 1960s and 1970s, American Indian children were about six times more likely to be placed in foster care than other children, and many were placed in non-American Indian homes or institutions. In 1978, Congress enacted ICWA to protect American Indian families and to give tribes a role in making child welfare decisions for children subject to ICWA. ICWA establishes placement preferences for Indian children who are members of, or are eligible for membership in, Federally recognized Tribes. Children who are Indian children, as defined by ICWA, must receive ICWA's notice, placement and jurisdictional protections. ICWA requires that (1) Tribes be notified and given an opportunity to intervene when the State places a child subject to ICWA in foster care or seeks to terminate parental rights on behalf of such a child, and (2) children be placed if possible with relatives or Tribal families.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of the Children's Bureau and the grantee prior to the award. The Children's Bureau anticipates that agency involvement will produce otherwise unavailable programmatic benefits to the recipient. The involvement and collaboration includes:

- Children's Bureau review and approval of planning stages of the proposed activities and evaluation plan, before implementation phases may begin;
- Children's Bureau involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review and funding of grant or sub-grant activities, if applicable;
- Children's Bureau and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by the Children's Bureau of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes; and
- Close Children's Bureau monitoring during performance, which may, in order to ensure compliance with the intent of this funding, exceed those Federal stewardship responsibilities customary for grant activities.

Anticipated Total Priority Area Funding: \$9,000,000

Anticipated Number of Awards: 1 to 10

Ceiling on Amount of Individual Awards: \$6,000,000 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$3,000,000 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

The statutory requirements limit eligibility to national, regional or local adoption agencies that are defined as non-profit private entities among whose primary purposes are adoption.

Eligibility is limited to organizations among whose primary purposes are adoption, with a particular emphasis on infant adoption, and that are knowledgeable in all elements of the adoption process and in providing adoption information and referral to pregnant women. Collaborative efforts are acceptable, but applications must identify a primary applicant responsible for administering the grant.

The Children's Bureau will accept applications for projects of national, regional, or local scope. The Federal share of projects of national scope may not exceed \$6,000,000 in the first budget period. The Federal share of smaller, regional or local projects may not exceed \$1,500,000 in the first budget period. Applicants must clearly indicate whether their proposed project is national, regional or local. The Children's Bureau will consider applications that exceed the upper value of the dollar range specified as "non-responsive" and return them to the applicant without further review. The maximum Federal share of the project is dependent on the scope of the project proposed.

The projects awarded will be for a project period of 60 months. The initial grant award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant

organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE
Washington, DC 20002-2132
Phone: 866-796-1591

2. Content and Form of Application Submission:

Each application must contain the following items in the order listed:

Application for Federal Assistance (Standard Form (SF) 424) -
Follow the instructions below and those that accompany the form.

- In Item 5 of SF-424, put D-U-N-S number in "Organizational D-U-N-S:" box.
- In Item 5 of SF-424, include name, phone number, and, if available, email and fax numbers of the contact person.
- In Item 8 of SF-424, check "New."
- In Item 10 of SF-424, clearly identify the *Catalog of Federal Domestic Assistance* (CFDA) program title and number for the program for which funds are being requested as stated in this funding opportunity announcement.
- In Item 11 of SF-424, identify the single funding opportunity the application addresses.
- In Item 12 of SF-424, identify the specific geographic area to be served.
- In Item 14 of SF-424, identify Congressional districts of both the applicant and project.

Budget Information - Non-Construction Programs (SF-424A) and Budget Justification.

Follow the instructions provided here and those in *Section V*, Application Review Information. Note that Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants.

Certifications/Assurances - Applicants requesting financial assistance for non-construction projects must file the SF-424B, 'Assurances: Non-Construction Programs.' Applicants must sign and return the SF-424B with their applications. Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

Lobbying activities - Applicants must disclose lobbying activities on the SF-LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying. Applicants must sign and return the disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification regarding environmental tobacco smoke. By signing and submitting the

application, the applicant is providing the certification and **need not** mail back the certification with the applications.

SPOC certification - If applicable, applicants must include a completed Single Point of Contact (SPOC) certification, with the date of the SPOC contact entered in line 16, page 1 of SF-424.

Project Abstract/Summary - (one page maximum, double spaced). Clearly mark this page with the applicant name as shown on item 5 of SF-424, identify the competitive grant funding opportunity and the title of the proposed project as shown in item 11 and the service area as shown in item 12 of SF-424. The summary description should not exceed 300 words.

Care should be taken to produce an abstract/summary that accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results or benefits expected.

Project Description for Evaluation - Applicants should organize their project description in this sequence: (1) Objectives and Need for Assistance; (2) Approach; (3) Organizational Profiles; and (4) Budget and Budget Justification.

Indirect cost rate agreement - If claiming indirect costs, provide documentation that the applicant currently has an indirect cost rate approved by HHS or another cognizant Federal agency.

Letters of agreement and Memoranda of Understanding - If applicable, include a letter of agreement or Memorandum of Understanding from each partner and/or sub-contractor describing their role, detailing specific tasks to be performed, and expressing commitment to participate if the proposed project is funded.

Page limit - The application limit is 90 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed.

General content and form information

To be considered for funding, each application must be submitted with the Standard Federal Forms (provided at the end of this announcement or through the electronic links provided) and follow the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

To be considered for funding, each applicant must submit the signed original and two additional copies of the application, including all forms and attachments, to the Application Receipt Point specified in this announcement. The original copy of the application must have original signatures.

The application must be typed, double-spaced, printed on only one side, with at least 1/2-inch margins on each side and 1 inch at the top and bottom, using standard 12-Point fonts (such as Times New Roman or Courier). All pages must be numbered. Pages will be removed and not reviewed if spacing, margins and font instructions are not followed.

All copies of an application must be submitted in a single package, and a separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application - It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and the Children's Bureau's interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

The Children's Bureau's web site (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant web sites. Before you begin preparing an application, we suggest that you learn more about the mission and programs of the Children's Bureau by exploring the website.

Organizing Your Application - The specific evaluation criteria in *Section V* of this funding announcement will be used to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their project description in this sequence: (1) Objectives and Need for Assistance; (2) Approach; (3) Organizational Profiles; and (4) Budget and Budget Justification. The applicant should use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

Logic Model - A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. Information on the development of logic models is available on the Internet at

<http://www.uwex.edu/ces/pdande/> or

http://www.extension.iastate.edu/cyfar/capbuilding/outcome/outcome_logicmdir.html.

Project Evaluation Plan - Project evaluations are very important. If you do not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then the Children's Bureau advises that you propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. A skilled evaluator can help you develop a logic model and assist you in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of your proposed project. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at

http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/reports/pmguides/pmguide_toc.html.

Use of Human Subjects - Evaluation plans that include obtaining identifiable private information about clients may involve non-exempt human subjects research and require compliance with the HHS Protection of Human Subjects regulations (45 CFR 46). Applicants

proposing such research are asked to describe (a) the procedures for protecting the privacy of clients and insuring the confidentiality of data collected about clients; and (b) the process for obtaining institutional review board (IRB) review of the proposed evaluation plans. While IRB approval is not required at the time of the award, applicants proposing non-exempt human subjects research will be required, as a condition of award, to hold a Federalwide Assurance (FWA) approved by the Office for Human Research Protections (OHRP) and to provide certification to ACF that an IRB designated under the FWA has reviewed and approved the research prior to enrolling any subjects in the proposed evaluation. Certifications of IRB approval may be submitted to ACF using the form at <http://www.hhs.gov/ohrp/humansubjects/assurance/OF310.rtf>.

General information about the HHS Protection of Human Subjects regulations can be obtained on the web at <http://www.hhs.gov/ohrp>. You may also contact OHRP by e-mail (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well

in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a

Grants.gov tracking number. ACF will retrieve your application from Grants.gov.

- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/24/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are

widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of award.
SPOC Certification (if applicable)	See Section IV	Found in Section IV	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proff of non-profit	See Section	Found in Section III.3	By application

status (if applicable)	III.3		due date.
Indirect cost rate agreement (if applicable)	See Section IV	Found in Section IV	By application due date.
Letters of commitment from partner organizations (if applicable)	See Section IV	Found in Section IV	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions

have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included

where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning

studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other

documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next

column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and

installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by

agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 50 points

In reviewing this criterion, the following factors will be considered:

1. The extent to which the applicant clearly demonstrates an understanding of the qualities of a sound IAATP curriculum that would ensure that when developed it:
 - a. Would be competency-based,
 - b. Would conform to professionally recognized standards for curriculum format and style,
 - c. Would be consistent with the best practices guidelines required by the statute, and would provide enough time and instruction to adequately address all the IAATP Guidelines,
 - d. Would be culturally responsive to the diverse population of health center pregnancy counselors and their clients, and
 - e. Could be readily evaluated.
2. The extent to which the applicant presents an appropriate, feasible and realistic plan for recruiting, selecting and training

individuals to provide training to designated staff at eligible health centers. The extent to which there is a clear plan for ensuring that the selected trainers are knowledgeable in all elements of the adoption process and experienced in providing adoption information and referrals in the geographic areas in which the eligible health centers are located.

3. The extent to which the applicant's plan for working through their trainers to provide IAATP training to health center staff follows the IAATP Guidelines, is clearly described, and likely to succeed. The extent to which the proposed plans for targeting the training to the medical audience for whom it is designed, and for identifying and serving those who have not yet received this training, are clear and likely to succeed.
4. The extent to which the proposed plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines and milestones for accomplishing project tasks, is clear and likely to succeed.
5. The extent to which the proposed plan to establish and coordinate linkages with other appropriate agencies and organizations on the local, State or Federal level serving the target population is clear and likely to succeed.
6. The extent to which the training of designated staff of the health centers will be conducted in the geographic areas where the centers are located.
7. The extent to which the applicant proposes a clear and convincing plan for evaluating the IAATP project. The extent to which this evaluation plan satisfies the requirements listed in *Section I*, Funding Opportunity Description. The extent to which a well-defined logic model guides the evaluation plan. The extent to which the evaluation plan includes an appropriate comparison group for determining the influence of the training on outcomes. Where a comparison group is not proposed, the extent to which the applicant provides a reasonable explanation for not using a comparison group and offers another, equally rigorous approach to evaluating the influence of training on outcomes. The extent to which the evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify the curriculum, as necessary, and serve as a basis for program adjustments.

8. The extent to which the methods of evaluation are feasible, comprehensive and appropriate to the goals, objectives and context of the training. The extent to which the methods of evaluation include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the program and will produce quantitative and qualitative outcome data.
9. The extent to which the applicant provides an appropriate, feasible and realistic plan for documenting project activities and results. The extent to which the applicant proposes a sound plan to collect high-quality data on individuals trained; the services provided and used; and the outcomes of these services and their cost effectiveness, to the extent possible. The extent to which this documentation will include the collection of data that can be used to describe and evaluate the process used to disseminate information to eligible health centers about the availability of training, as well as data about the training itself and the outcomes of the training. The extent to which the evaluation plan outlines an appropriate sampling plan that ensures sample sizes that are sufficient to detect significant effects. The extent to which there is a sound plan for securing informed consent and implementing an IRB review, if applicable.
10. The extent to which the project is likely to yield findings or results about effective strategies, and contribute to and promote evaluation research and evidence-based practices that may be used to guide replication or testing in other settings.
11. The extent to which the project would develop products, provide information on strategies used and the outcomes achieved that would support evidence-based improvements of practices in the field. The extent to which the schedule for developing these products and the proposed dissemination plan are appropriate in scope and budget.
12. The extent to which the intended audience (e.g., researchers, policymakers, and practitioners) for product dissemination is appropriate to the goals of the proposed project. The extent to which the project's products would be useful to the identified audiences; the plan for disseminating information is appropriate; and the mechanisms and forums that

would be used to convey the information and support replication by other interested agencies are appropriate.

13. The extent to which there is a sound plan for continuing this project beyond the period of Federal funding.

ORGANIZATIONAL PROFILES - 20 points

In reviewing this criterion, the following factors will be considered:

- (1) The extent to which the applicant's organization and any partnering organizations collectively have sufficient experience and expertise in developing, adopting or adapting curricula and other educational materials on the provision of infant adoption information and experience with administration, development, implementation, management, and evaluation of similar projects. The extent to which each participating organization (including partners and/or subcontractors) is experienced in the adoption process and possesses the organizational capability to fulfill its assigned roles and functions effectively.
- (2) The extent to which the proposed project director and key project staff possess sufficient relevant infant adoption knowledge, experience and capabilities to implement and manage a project of this size, scope and complexity effectively. The extent to which the role, responsibilities and time commitments of each proposed project staff position, including consultants, subcontractors and/or partners, are clearly defined and appropriate to the successful implementation of the proposed project.
- (3) The extent to which there is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines and milestones for accomplishing project tasks and ensuring quality. The extent to which the plan clearly defines the role and responsibilities of the lead agency. The extent to which the plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors and consultants (if appropriate). The extent to which there would be a mutually beneficial relationship between the proposed project and other work planned, anticipated or underway with Federal assistance by the applicant.

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

In reviewing this criterion, the following factors will be considered:

(1) The extent to which the applicant demonstrates a clear understanding of the goals and objectives of IAATP. The extent to which the applicant's proposed approach to developing, adopting or adapting an existing curriculum and delivering training will achieve the IAATP legislative goals and the goals listed in the IAATP Guidelines.

(2) The extent to which the training goals (the intended end products of an effective project), objectives (measurable steps for reaching these goals) and outcomes are clearly specified and measurable and reflect an understanding of the health care setting in which the training recipients work and the context in which eligible health centers operate.

(3) The extent to which the applicant demonstrates a thorough knowledge of the issues faced by adolescents and women with unplanned pregnancies. The extent to which the applicant demonstrates a clear understanding of the importance of providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling.

(4) The extent to which the applicant clearly describes and documents the training needs of the designated staff of eligible health care centers and demonstrates an understanding of the need to provide training pertaining to adoption.

(5) The extent to which the applicant clearly describes and justifies the geographic region that will be served by the training, including the number and types of eligible health centers in the area.

(6) The extent to which the applicant demonstrates a thorough knowledge of the legal framework of adoption, and adoption services and resources in the geographic area in which the proposed training will be conducted.

(7) The extent to which the applicant clearly describes the benefits the training will provide to clients of eligible health centers.

(8) The extent to which the applicant clearly demonstrates that its proposed project implementation, evaluation and dissemination activities will develop knowledge related to infant adoption awareness training that will contribute to the advancement of the field.

BUDGET AND BUDGET JUSTIFICATION - 10 points

In reviewing this criterion, the following factors will be considered:

(1) The extent to which the costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits.

(2) The extent to which the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement and accurate accounting of funds received under this program announcement.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

A panel of at least three reviewers (primarily experts from outside the Federal Government) will use the evaluation criteria described in this announcement to evaluate each application. The reviewers will determine the strengths and weaknesses of each application, provide comments about the strengths and weaknesses and give each application a numerical score.

The results of the competitive review are a primary factor in making funding decisions. In addition, Federal staff conducts administrative reviews of the applications and, in light of the results of the competitive review, will recommend applications for funding to the Administration on Children, Youth and Families (ACYF) Commissioner. ACYF reserves the option of discussing applications with other funding sources when this is in the best interest of the Federal Government. ACYF may also solicit and consider comments from ACF Regional Office staff in making funding decisions. ACYF may take into consideration the involvement (financial and/or programmatic) of the private sector, national, or State or community foundations; a favorable balance between Federal and non-Federal funds for the proposed project; or the potential for high benefit from low Federal investment. ACYF may elect not to fund any applicants having known management, fiscal, reporting, programmatic, or other problems which make it unlikely that they would be able to provide effective services or effectively complete the proposed activity.

With the results of the peer review and the information from Federal staff, the Commissioner of ACYF makes the final funding decisions. The Commissioner may give special consideration to applications proposing services of special interest to the Federal Government and to achieve the geographic distributions of grant awards. Applications of special interest may include, but are not limited to, applications focusing on

underserved or inadequately served clients or service areas and programs addressing diverse ethnic populations.

In selecting applicants for award under this announcement, the ACYF Commissioner will give priority to applicants located in States that have developed and implemented procedures for expedited termination of parental rights and placement for adoption of infants determined to be abandoned under State law.

Since ACF will be using non-Federal reviewers in the process, applicants have the option of omitting from the application copies (not from the original) specific salary rates or amounts for individuals specified in the application budget and Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

Available Funds - Applicants should note that grants to be awarded under this program announcement are subject to the availability of funds.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Applications will be reviewed no later than Summer 2006. Grant awards will have a start date no later than September 30, 2006.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Pat Campiglia
Children's Bureau
1250 Maryland Avenue, SW

8th Floor
Washington, DC 20024
Phone: 202-205-8060
Email: pcampiglia@acf.hhs.gov

Grants Management Office Contact:

Peter Thompson
Grants Officer
Division of Discretionary Grants
Aerospace Building, 6th Floor-East
370 L'Enfant Promenade, SW
Washington, DC 20447
Phone: 202-401-4608
Fax: 202-205-8267
Email: pthompson@acf.hhs.gov

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located at <http://www.acf.hhs.gov/programs/cb/>.

Date: 05/17/2006 Joan E. Ohl
Commissioner
Administration on Children, Youth, and Families